



CITY OF HOUSTON

Job Posting

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Applications accepted from: ALL PERSONS INTERESTED

Job Classification: ENGINEER
Posting Number: PN# 106786
Department: Department of Public Works & Engineering
Division: Engineering and Construction Division
Section: Construction Branch
Reporting Location: 611 Walker*
Workdays & Hours: M-F, 8 A.M - 5 P.M*

*Subject to change

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Coordinates and manages a variety of construction activities and personnel to implement assigned projects included in the City's Capital Improvement Plan (CIP). Provides engineering and technical expertise in the administration of construction contracts for CIP projects such as implementation of construction plans and specifications, preparing change orders, work change directives (WCD), submittals, request for information, request for council action (RCA), closeout packages and other construction related documents; performance of constructability reviews and quality control of pre-bid construction documents. Responsible for conducting pre-construction meetings, construction progress meetings, periodic site visits and substantial and final inspections; reviews RFI's, change orders and WCD; reviews CCM invoice to ensure compliance with contract and adherence to City of Houston's departments, consultants, agencies and the general public.

WORKING CONDITIONS

Will require standing, walking, and include whatever means necessary to climb stairs and the ability to perform and negotiate field hazards.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires graduation from an approved curriculum in engineering by the State Board of Registration for Professional Engineers with satisfactory standing.

OR

Requires graduation from an engineering or related science curriculum at a recognized institution of higher education, other than a curriculum approved by the Board, and passage of eight-hour fundamentals of engineering examination prescribed by the Board.

MINIMUM EXPERIENCE REQUIREMENTS

Requires four (4) years of active practice in project management, construction, construction management, design, geo-technical, environmental or a closely related field.

MINIMUM CERTIFICATE/LICENSE REQUIREMENTS

Requires registration as a Professional Engineer in the State of Texas. A valid Texas Driver's License and compliance with the City of Houston's policy on driving (A.P. 2-2).

PREFERENCES

Preference will be given to applicants who are computer literate in PC Windows environment, including Microsoft Office applications such as Excel, Outlook, and Word. Ability to communicate effectively, both orally and in writing.

SELECTION/SKILLS TESTS REQUIRED

None

However, the Department may administer a skill assessment evaluation.

SAFETY IMPACT POSITION ☒Yes ☐No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range – Pay Grade 26
\$1,986 - \$2,466 Biweekly \$51,636 - \$64,116 Annually

OPENING DATE

September 14, 2005

CLOSING DATE

Open Until Filled

APPLICATION PROCEDURES

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, Garden Level. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. TDD (Telephone Device for the Deaf) is (713) 837-9471.**

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